OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

December 8, 2016

SUBJECT:

TAKING PERSONS INTO CUSTODY - REVISED; JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 - REVISED: ADULT DETENTION LOG, FORM 06.19.00 - REVISED; SECURE JUVENILE DETENTION LOG, FORM 09.05.00 - REVISED; AND, NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 -REVISED

PURPOSE:

This Order clarifies procedures regarding juvenile arrests and detentions, by revising Department Manual Section 4/216, Taking Persons into Custody: the Juvenile Arrest Supplemental Report, Form 05.02.06; the Adult Detention Log, Form 06.19.00; the Secure Juvenile Detention Log, Form 09.05.00; and, the Non-Secure Juvenile Detention Log, Form 09.06.00.

PROCEDURE:

- I. TAKING PERSONS INTO CUSTODY – REVISED. Department Manual Section 4/216, Taking Persons into Custody, has been revised. Attached is the revised Manual section with the revisions indicated in italics.
- II. JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 -**REVISED.** The Juvenile Arrest Supplemental Report (JASR), Form 05.02.06, has been revised to assist officers and supervisors in documentation of necessary information

The changes on the JASR include the following:

- A new heading has been added, stating "OFFICER NOTIFICATION: Within one hour of the juvenile being taken into custody, the officer shall take steps to notify the juvenile's parent, guardian, or responsible relative. Any deviation from procedure must be articulated within the Comments section of this report." The Parent, Guardian or Responsible Relative Notified section has been revised to include "Yes/No" checkboxes for attempted and contacted, and fill-in boxes for other needed information, e.g., date, time, phone no., name of person contacted, relationship to juvenile, and officer's serial no.;
- A new heading has been added, stating "OFFICER ADVISEMENT OF JUVENILE PHONE CALLS: Officer shall advise the juvenile of his or her right to place two calls within the first hour and a third call within three hours. Any deviation from procedure must be articulated within the Comments section of this report.";
- A new section has been added, stating "DOCUMENTATION OF JUVENILE'S PHONE CALLS: Any deviation from procedure must be articulated within the Comments section of this report." Yes/No checkboxes have been added to allow officers to document if a juvenile refuses to make his or her allowed phone calls to a responsible adult, attorney, and a third phone call within three hours to a responsible adult or attorney. Fill-in boxes have

- been added for the date, time, phone no., name of person contacted and relationship to juvenile. These boxes will guide officers to accurately record the required information; and,
- In the Gladys R. Admonition section, the words "and form attached" have been added to the end of sentence "Gladys R. Admonition given."
- III. ADULT DETENTION LOG, FORM 06.19.00 REVISED. The Adult Detention Log, Form 06.19.00, has been revised. The section titled "REMARKS" on the Adult Detention Log has been changed to "For each checked shaded box, explain in Comments." In addition, the arrestee's responses to the three mandatory questions have been shaded as "No" for the first question, and "Yes" for the second and third questions.
- IV. SECURE JUVENILE DETENTION LOG, FORM 09.05.00 REVISED. The Secure Juvenile Detention Log, Form 09.05.00, has been revised. The text "Detention Response Explanations" has been changed to "For each checked shaded box, explain in Comments" and has been moved beneath the sentence, "Watch Commander must ask the following questions." In addition, the subject's responses to the three mandatory questions have been shaded as "No" for the first question, and "Yes" for the second and third questions.
- V. NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 REVISED. The Non-Secure Juvenile Detention Log, Form 09.06.00, has been revised. The text "Detention Response Explanations" has been changed to "For each checked shaded box, explain in Comments" and has been moved beneath the sentence "Watch Commander must ask the following questions." In addition, the subject's responses to the three mandatory questions have been shaded as "No" for the first question, and "Yes" for the second and third questions.

FORM AVAILABILITY: The revised forms are available in E-Forms on the Department's Local Area Network and are attached for immediate use and duplication. All other versions of these forms shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENT: This Order amends Section 4/216 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL VOLUME IV

Revised by Special Order No. 20, 2016

216. TAKING PERSONS INTO CUSTODY.

Inspection and Interview. All persons detained or arrested and transported to a Department facility shall be brought before a watch commander for an inspection and interview. At a minimum, the watch commander shall ask the suspect the following three questions:

- Do you understand why you were detained/arrested?
- Are you sick, ill, or injured?
- Do you have any questions or concerns?

The watch commander shall take appropriate action based upon the results of the inspection and responses to these questions. In documenting the detainee or arrestee's responses to the three mandatory questions for each checked shaded box, the supervisor must explain the details of that response in the Comments section of the appropriate detention log.

Exception: In those rare cases when circumstances preclude an inspection and interview by a watch commander (e.g., medical/absentee bookings), the watch commander shall ensure that the suspect is inspected and interviewed by a Department supervisor who did not assist or participate in the person's arrest or detention. The assigned supervisor shall document the inspection and interview in his *or* her Sergeant's Daily Report, Form 15.48.00. Additionally, the watch commander shall document the reason for the exception, including the name and serial number of the supervisor assigned to conduct the inspection and interview, in his *or* her Watch Commander's Daily Report, Form 15.80.00.

Area Station. Any officer, from any command, that arrives at a Community Police Station with a person detained or arrested shall immediately ensure that the person is visually inspected and interviewed by the Watch Commander.

Specialized Divisions. All specialized division arrestees shall be inspected and questioned by one of the 21 Area watch commanders or the Watch Commander, Metropolitan Jail Section, *Custody Services* Division, before being booked.

JUVENILE ARREST SUPPLE	MENTAL REPO	RT (Use t	his sheet as	next to	last page of	Arrest Re	eport.)	Pa	age	of
	J No. (601/602 WIC)	(Pre-Deling	uent/Delinqu	uent) J	J No. (300 W	/IC) (Depe	endent)	DR N	0.	
SUBJECT'S NAME (LAST, FIRST, M.I.)			D.O.B.		Book	ing No.		ÇII No).	
PRIOR RECORD. Juvenile Automated Index p.	intout must be attached	d. ADF	RIS checked	for miss	sing status 8	CWS for	warrants?	YE	s \Box	NO
Organization C	office As	signed Worl			one No.		Active PDJ	No.	- 1	renile Court No.
On Probation YES NO										
On Parole YES NO										
On DCFS YES NO										
OFFICER NOTIFICATION: Within one hour o	f the juvenile being tak									ian, or
Parent, Guardian or Responsible Relative Notified Attempted Contact Y No N N N N N N N N N N N N N N N N N	ed Date	Time	Phone			Name		Relations		ofcr Serial No.
OFFICER ADVISEMENT OF JUVENILE PHO Officer shall advise the juvenile of his or her rig articulated within the Comments section of this	ht to place two calls w	ithin the firs	st hour and a	a third o	call within th	ree hour	s. Any dev	iation fron	ı procec	lure must be
Phone Calls Advisement	Officer's Name			Se	erial No.		Date		\perp	Time
Advisement										
DOCUMENTATION OF JUVENILE'S PHONE					т-					
Juv. Refusal Y Responsible Adult (Parent/Guardia	n,	ntacted N	Date	Time	Phon	e No.	Name of F	Person Co	ntacted	Relationship
Responsible Relative, or Employer Y N Attorney	Y] N []								
Y N Srd Phone Call Within 3 hours to Responsible Adult or Attorney	Y N N Y] N [
ADMONITION OF MIRANDA RIGHTS: For 601 and If no interrogation/waiver is sought, only read the lif interrogation/waiver is sought, it must be ascondant to the juvenile's responses to the admort 1. 2. 3.	ne Admonition. (DO NO ertained if the juvenile			s. Read r of righ	l verbatim p ts is sought,	er Form 1 the follow	15.03.00, a ving will be		ent the a	inswers below.
Gladys R. Admonition shall be completed when		of 14 years.	Shall be co	mpleted	d after the M	liranda Ad	lmonition b	ut before o	 question	ing begins.
Gladys R. Admonition given and form attached? IF DETAINED at a probation facility (e.g., Centra continue on page two.	YES NO		.), indicate fa	acts that	t support the	reason fo	or detention	. If more s	pace is	needed,
Booking Approved By Detention Ap	proved By	Division of	Citeback / D	ate & T	ime	Cou	rt Citation N		Photos Y N	
Comments of Investigating Officer/Arresting Office	F					-				
	-									
Location of Interview Date & Time	of Interview	ADM	113	Present	t at Interview	/	140	R	telations	ship
Document in the standard to the detection	of the invente	DEN	IES	-						
Document circumstances that led to the detention	or the juverille.									

Page	of	SUB	JECT'S NAME (LAST, FIRST, M.I.))	Booking No.	DR No.
INFOR	Subjects' names and And, when applicable Charges. (Allegation Subject(s)' statement Corrections to origina Additional investigation	nber. (booking: as are ints, inclinations al repo	(Omit booking number in the top on the numbers. (These items are on the number of the	nly required if multiple arrestees.) rights.	t. On a Continuation Shee	t, Form 15.09.00, titled "DETECTIVE
If Deta 601/60	Investigative Report, Fr Arrest Report continual Gladys "R" Form when Juvenile Arrest Supple Investigative Action/Sta Juvenile Automated Ind Attach Printouts (e.g., C Juvenile Court Citation Other related reports, in hined - Required Form 2 Arrests If the juve Los Angeles County Ut Juvenile Hall Entrance	eet, Foorm 03 tion pa applicamental atemen dex Pricamental cCHRS copy (ncludin ms/Ac enile is nified I Recor	orm 05.01.02 (If multiple, use only 3.01.00 (If completed in conjunction ages(s) (Including Property Report cable all Report, Form 05.02.06 (and revote Form, Form 03.11.20 (intout (for a dependent and deling 5, CII, FBI, DMV and LIVESCAN) (if issued) and IR, not completed in conjunctions as a 601/602 WIC arrest and take Medical Screening Form, Form SI	t, Form 10.01.00, and Property Receiverse side, if used) uent) ction with the arrest, e.g., two days portion to Juvenile Hall, the following for	ipt, Form 10.10.00 if applic	cable)
300 W occurs	LIVESCAN (2 copies) Arrest Report (1 copy) IC If the juvenile is a on Friday, the petition Fax one complete copy	300 W n mus	VIC arrest: The petition must be it be faxed on Monday.	FS Intake and Detention Control Cen	,	CFS) within 24 hours. If the Detention 4. If there is a problem with the fax
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LOS ANGELES POLICE DEPARTMENT

ADULT DETENTION LOG

Area/Division					Date		Page	
							No of	·
	_				A new log shall be star	ted each day, beginn	ing at 0001 hours).
Date/Time In	Arrestee's Name (Last	, First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Dis	position	Arresting Officer's Name	Serial No.	Division/Unit	Watch
					Same as transporting office	er		
2. Are you sick, ill, or	d why you were detained/ r injured? questions or concerns?	arrested? YES	NO For each ch		ox, explain in Comments.		Miranda R	iahts Invaked
Watch Commander's	·	10,000		.	Serial No.	Date and Time of I	nspection/Intervie	w
					_			
Date/Time In	Arrestee's Name (Last	First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
		<u> </u>						
Date/Time Out	Tank/Bench	Disposition	Personal Property Dis	position	Arresting Officer's Name	Serial No.	Division/Unit	Watch
1 Do you understand	why you were detained/a	arrested?	NO For each ch	ecked shaded bo	Same as transporting office	ır	Miranda Ri	abia la calcad
Are you sick, ill, or		☐ YES	NO Comments:		,		i i Miranda ki	nnis invoken
Watch Commander's	Signature				Serial No.	Date and Time of Ir	spection/Interviev	N
	_							
Data /Time In	Americal Name (Leaf	Circl AAAA		OL.	L Turn to Ore 1 N	0 : 111	B111 #41	1M-t-b
Date/Time In	Arrestee's Name (Last,	First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	position	Arresting Officer's Name	Serial No.	Division/Unit	Watch
1. Do			- Los For each che	ockad shadad ba	Same as transporting office x, explain in Comments.	r		
Do you understand Are you sick, ill, or Do you have any q		errested? YES	NO Comments:	scred shaded bo.	x, explain in comments.		Miranda Ri	ahis invoked
Watch Commander's	Signature				Serial No.	Date and Time of Ir	spection/Interviev	v
Date/Time In	Arrestee's Name (Last,	First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
	,	,		Ü				
Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	osition	Arresting Officer's Name	Serial No.	Division/Unit	Watch
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Are you sick, ill, or Do you have any questions		rrested?	NO For each che	cked siladed box	a, explain in comments.		I I Miranda Rio	ohts Invoked
Watch Commander's		□ fES			Serial No.	Date and Time of In	spection/Interview	, -
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Date/Time In	Arrestee's Name (Last,	First, M.I.)	į	Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	osition	Arresting Officer's Name	Serial No.	Division/Unit	Watch
					Same as transporting officer			
 Do you understand Are you sick, ill, or Do you have any qu 		rrested? YES YES YES	NO For each chee	cked shaded box	r, explain in Comments.		Miranda Rio	ahts Invoked
Watch Commander's S			<u> — н-</u>		Serial No.	Date and Time of In-	spection/Interview	,

Area/Division: _

SECURE JUVENILE DETENTION LOG (Do Not Place Section 5150 WIC Juveniles on this Log)

Date:

Page_ | 약

Secure Detention Defined: Secure detention occurs when a juvenile is locked in a room, enclosure, and/or to a fixed handcuffing rail or other fixed object which is attached to either the floor or a that contain a lockup or jail) for any length of time. wall, or to any non-fixed object which is normally used for securing arrestees, while in custody, in a law enforcement facility (this includes police or sheriff's stations

Enter information for juvenile placed in secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the Total detention time inside the police facility must release of the juvenile.

							09.05.00 (12/16)
Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless they are to be interrogated. Section 625 WIC advisement is not required if the juvenile is Mirandized.)	eing taken into co if they wish to wa nt is not required	Rights after b se rights, or . IC advisemer	Constitutional I understand the Section 625 W	care for himself or upon medical release.	there he or she is unable to inute checks must be completed	Is the Juvenile intoxicated/drug impaired to the level where he or she is unable to care for himself or herself? If YES, he/she must receive immediate M.T. and 15 minute checks must be completed upon medical release.	11. Is the Juvenile in herself? If YES,
(Section 625 WIC requires ALL juveniles in custody for 601 and 602 WIC offenses to be advised of their	Ction 625 WIC requires ALL juveniles in cu	es //C requires /	(Section 625 W/C		hation by any substance? intoxicated state, or release.	Does the Juvenile display any outward signs of intoxication by any substance? If YES, 15 minute checks must be completed until resolution of the intoxicated state, or release.	10. Does the Juveni If YES, 15 minute ch
	monition Give	OF WIC AN	Sections	NO EXCEPTIONS)	uired for Secure Detention	Is the Juvenile detained under Section 602 WIC? (Required for Secure Detention - NO EXCEPTIONS)	9. Is the Juvenile de
				NS)	Detention - NO EXCEPTION	Is the Juvenile 14 years or older? (Required for Secure Detention - NO EXCEPTIONS)	8. Is the Juvenile 14
				ponsible relative, shall be within	ephone calls? either a parent, guardian, res f the juvenile elects to do so,	1. Was the Juvenile advised of his or her right to make telephone calls? (Two calls within one hour of being taken into custody to either a parent, guardian, responsible relative, or employer, AND one call to an attorney. The third call, if the juvenile elects to do so, shall be within three hours of being taken into custody (arrest)).	(Two calls within or employer, AND three hours of bei
					it?	Was the Juvenile advised of the six-hour detention limit?	6. Was the Juvenile
			COMMENTS:		ne detention?	5. Was the Juvenile advised of the expected duration of the detention?	5. Was the Juvenile
					m?	4. Was the Juvenile advised of the reason for the detention?	4. Was the Juvenile
Serial No. Date Time of Screening	gnature	nander's Si	NO Watch Commander's Signature		ach checked shaded box, e.	Watch Commander must address the following (for each checked shaded box, explain in Comments): YES	Watch Commande
			Serial #:			3. Do you have any questions or concerns?	3. Do you have any
			Time:			'injured?	2. Are you sick, ill or injured?
			Serial #:			 Do you understand why you were detained/arrested? 	1. Do you understar
			Time:		YES NO	Watch Commander must ask the following questions: For each checked shaded box, explain in Comments.	For each checked sh
			Serial #:			fficer	Same as Arresting Officer
			Time:	of intoxication by any			
			Serial #:	(15 Mins. if juvenile		aduits and other juveniles detained under WIC sections 300 and 601)	adults and other juvenile
			Time:	30 Minute	berial # Unit / Watch	(Cupervises juvenile during detention and ensures separation from	(Supervises juvenile dun
Relationship to Juvenile:		Name:					Same as Arresting Officer
Officers must make an attempt to identify the person.	must make a	Officers					
	ed to	Released to	Serial #	Keleased by:			
3			Total Time in Facility:		Serial # Unit / Watch	er (List Agency, if not LAPD) Serial #	Transporting Officer
1. ☐ Released to parent/guardian/responsible relative	Mins	Hrs.					
					Serial # Unit / Watch	(List Agency, if not LAPD) Serial #	Arresting Officer
					or Section 601WIC)		
Medical I realment, Booking, Field Investigation, Release	Mins.	IIS.	Date Time Out		(14 or older) Section 602 WIC only (No Section 300		(Last, First M.I.)
Moderate Country Facility				Time In	Age Arrest Charge	Male Female	Juvenile's Name
Daggar for Loguing Facility	Time in Facility	Time in	Left Facility	Entered Facility	of exceed six (b) hours.	me make the police lacility must not exceed six (b) hours.	- Otal actorition

NON-SECURE JUVENILE DETENTION LOG

Date: 9

must be under constant in-person observation and supervision. Juveniles in non-secure detention must not be locked in a room, cell or enclosure. Note: Section 5150 WIC detentions must only be logged on the Non-Secure Juvenile Detention Log. Non-Secure Detention Defined: Juveniles under non-secured detention, regardless of age, may be handcuffed behind their back or to a moveable object; e.g., chair, but must not be handcuffed to fixed objects; (e.g., handcuffing rails or benches, or other fixed objects that are attached to either the floor or the wall, or any other non-fixed object normally used for securing arrestees). Juveniles

facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the Enter information for juvenile placed in non-secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the release of the juvenile

Total detention time inside the police facility must not exceed six (6) hours.

Documentation of Non-Secure Juvenile Detention Log - under Section 300 WIC. Due to the confidential nature of the information contained in police reports for children taken into protective custody under Section 300 WIC, the Non-Secure Juvenile Detention Log, Form 09.06.00, and the investigative Report, Form 03.01.00, must only contain the child's first name, the first initial of the last name, and the word "Confidential" Request for Confidentiality of Information and the Arrest Report Face Sheet will remain the same and will contain the full name and other identifying information of the child victim. written in the name box. Officers must also attach a copy of the Request for Confidentiality of Information, Form 03.02.00, to the respective Non-Secure Juvenile Detention Log. As per current Department policy, the

	0.100	The second	and contain the run raille and coner identifying information of the child victim.	d un name an	a other identify	ing informa	tion of the c	hild victim.
Juvenile's Name Male Female Age	Arre	Arrest Charge	Entered Facility	Left	Left Facility	Time in Facility	Facility	Reason for Leaving Facility
1	Section 300 WIC /	00 WIC /	Date Time In	De	Time Out	Hrs.	Mins	Medical Treatment, Booking, Field Investigation, Release
	Section 602 WIC /	102 WIC /						
	Section 5150 WIC	150 WIC/	-					
Arresting Officer (List Agency, if not LAPD)	Serial#	Unit / Watch						
Transporting Officer (List Agency, if not LAPD)	Spring #	Init / Watah						
	9	OIIIL / WAGICII				Hrs	Mins.	REI FASE 1. ☐ Released to parent/guardian/responsible
Same as Arresting Officer								2.
Verifying Officer (List Agency, if not LAPD) (Supervises juvenile during detention and ensures proper separation from adults and other income detections.)	Serial #	Unit / Watch		Total Time	Total Time In Facility:			3. Other release (e.g., outside agency, hospital)
Sections)			Released by:		Serial #	Released to	d to	
Samo as Arresting Office						Officers r	nust make	Officers must make an attempt to identify the person.
Sound Council				İ		Name:		Relationship to Juvenile:
watch Commander must ask the following questions:	S:				COMMENTS:			
r of each cilecked shaded box, explain in Comments.	YES NO							
1. Do you understand why you were detained/arrested?								
2. Are you sick, ill or injured?								
3. Do you have any questions or concerns?								
Watch Commander's Signature	Serial No.	Date	Time of Screening	creening				
Watch Commander must address the following (For each "NO," explain in Comments):	ach "NO."	explain in Comme	ents):	YES NO				
4. Was the Juvenile advised of his or her right to make telephone calls? (Two calls within one hour of being taken into custody to either a parent guardian responsible solution.)	lephone ca	IIS?	nonelhio rolation					
or employer, AND one call to an attorney. The third call, if the juvenile elects to do so, shall be made within three hours of being taken into custody (arrest)).	if the juveni	le elects to do so	shall be made		Section 625 WIC Admonition Given YES NO (Section 625 WIC requires ALL inventies in	IC Admoni	tion Given NO L inveniles i	Section 625 WIC Admonition Given Miranda Rights Invoked (if applicable) YES UNO Section 625 WIC requires ALL inventies in custody for 602 MIC officers to be activated with the control of the control
5. Is the Juvenile intoxicated/drug impaired to the level where he or she is unable to care for himself or herself? If YES, he/she must receive immediate medical treatment and explained in Comments.	here he or ent and expla	she is unable to ined in Comments.	care for himself or		Constitutional Rig Inderstand these Section 625 WIC	thts after being rights, or if the advisement	ng taken into they wish to is not require	Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless they are to be interrogated. Section 625 WIC advisement is not required if the juvenile is Mirandized.)
09 06 DD (12/16)							in the same	יייייייייייייייייייייייייייייייייייייי

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